

Personnel

Employment
Regulations

**Nondiscrimination,
Equal Employment
Opportunity,
and Affirmative Action**

**NONDISCRIMINATION
AND EQUAL EMPLOYMENT
OPPORTUNITY POLICY:**

- .01 The Laboratory will not discriminate against or harass any person employed by, seeking employment with, or working at the Laboratory because of race; color; national origin; religion; sex; physical or mental disability; age; medical condition (cancer-related or genetic characteristics); ancestry; or marital status; sexual orientation; status as a Vietnam-era veteran or special disabled veteran, or veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized; or on the basis of citizenship, within the limits imposed by federal law, Immigration and Naturalization Service (INS) regulations, or the Department of Energy (DOE).

**AFFIRMATIVE ACTION
POLICY:**

- .02 The Laboratory will take affirmative action, consistent with its obligations as a federal contractor, for \times minorities, women, persons with disabilities, qualified special disabled veterans, veterans of the Vietnam-era, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, as identified in formally written affirmative action plans. Affirmative action does not required or permit preferential treatment, nor does it require compromising job-related qualifications or standards for purposes of meeting numerical or percentage goals. Affirmative action refers to specific efforts undertaken by the Laboratory, such as supplemental recruitment, designed to promote equal employment opportunity and to created diverse pools of applicants for Laboratory positions. The Laboratory is committed to applying good faith efforts to achieve prompt and full utilization of minorities, women, persons with disabilities, and covered veterans in all segments of its workforce. These efforts conform to all current legal and regulatory requirements and are consistent with Laboratory standards for quality and excellence. In

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conformance with federal regulations, the Laboratory prepares and maintains written affirmative action plans.

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| POLICY ON EMPLOYEES WITH DISABILITIES: | .03 | The Laboratory provides reasonable accommodation for employees or applicants with disabilities except where doing so would impose an undue hardship on the operation of the Laboratory. <i>See also</i> AM 118 . |
| NONRETALIATION POLICY: | .04 | The Laboratory will protect employees and applicants from coercion, intimidation, interference, discrimination, or retaliation for filing a complaint or for assisting in an investigation under all applicable laws and regulations governing the employment relationship. <i>See also</i> AM 729 . |
| AUTHORITY: | .05 | The Laboratory's Nondiscrimination, Equal Employment Opportunity, and Affirmative Action policy statements derive from the University of California Nondiscrimination In Employment and Affirmative Action policies. |
| SUPPLEMENTAL INFORMATION: | | |
| Responsibilities | .06 | Managers —Laboratory managers are responsible for ensuring full implementation of the Affirmative Action Program within their organizations and for participating in the preparation of affirmative action goals. |
| | .07 | Managers and Supervisors —Laboratory managers and supervisors are responsible for the day-to-day implementation of personnel policy on a fair and equal basis for all employees. ✂ |
| | .08 | Commitment to the Laboratory's equal employment opportunity and affirmative action policies will be considered in the performance appraisals of all supervisory personnel. <i>See</i> AM 109 . |

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- Affirmative Action Program** .09 The Office of Equal Opportunity (OEO) has the responsibility to monitor, report, and audit all affirmative action activities and to identify and address problems that arise in the administration of equal employment opportunities.
- .10 In developing affirmative action programs, the Laboratory's objectives are (1) to ensure that members of groups who in the past may have been victims of employment discrimination are given equal opportunities to compete for jobs and to have their qualifications assessed fairly and (2) to demonstrate good faith efforts to fully utilize qualified minorities, women, disabled persons, and protected veterans.
- .11 The Affirmative Action Program is distributed to group- and division-level management, to the Equal Employment Opportunity Officer, to the main library, and to the Information and Records Management Group (CIC-10).
- Complaints** .12 See [AM 111](#) for policies and procedures for resolving complaints of discrimination.